



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE
COMMITTEE**

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PDTATAC/tmc

19 May 2004

CIVILIAN TRAVEL DETERMINATION

TO: SEE DISTRIBUTION

SUBJECT: CAP Item 9A-98 -- Emergency Visitation Travel (EVT)

1. **SYNOPSIS:** Revises the JTR to authorize Emergency Visitation Travel (EVT) so that eligible employees and/or family member(s) at an OCONUS foreign permanent duty station may travel at Government expense to the CONUS, non-foreign OCONUS area, or other location in certain situations of family emergency. EVT is authorized in circumstances involving:

- a. a serious illness or injury of an immediate family member,
- b. death of an immediate family member, and
- c. special family circumstances.

2. These changes are scheduled to appear in JTR change number 467, dated 1 September 2004.

3. This determination is effective on 19 May 2004.

//approved//

S. W. WESTBROOK
Director

Attachment:
JTR Change

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JTR, Chapter 6, Part B, add the following note before the start of par. C6050:

Note: See Chapter 6, Part O for Emergency Visitation Travel (EVT).

JTR, Chapter 6, Part J, add the following note before the start of par. C6450:

Note: See Chapter 6, Part O for Emergency Visitation Travel (EVT).

JTR, Chapter 6, Part M, add the following note before the start of par. C6600:

Note: See Chapter 6, Part O for Emergency Visitation Travel (EVT).

JTR, Chapter 6, Part N, add the following note before the start of par. C6650:

Note: See Chapter 6, Part O for Emergency Visitation Travel (EVT).

JTR, Chapter 6 revised by adding a new Part O, Titled Emergency Visitation Travel (EVT)

PART O: EMERGENCY VISITATION TRAVEL (EVT)

See Chapter 6

Part B for allowable expenses in cases of death of an employee or dependent.

Part J for emergency travel and transportation of employees due to illness or injury or a personal emergency situation while on TDY.

Part M for health care travel and transportation allowances for employees assigned at PDS outside the U.S.

Part N for Family Visitation Travel (FVT) when immediate family evacuated from employee's foreign PDS.

C6675 _GENERAL

A. Purpose for Emergency Visitation Travel. The purpose of Emergency Visitation Travel (EVT) is to allow an eligible employee (see par. C6675-G1) and/or eligible family member(s) (see par. C6675-G2) to travel at Government expense to the CONUS, non-foreign OCONUS area, or other location in certain situations of family emergency. EVT expenses are the responsibility of the eligible employee's command. EVT is not permitted for travel within the foreign area/country of assignment. Employees away from the PDS on leave or TDY in CONUS or non-foreign OCONUS are not eligible for EVT. EVT is authorized in circumstances involving:

- a. a serious illness or injury of an immediate family member, see pars. C6675-G3 and C6677;
- b. death of an immediate family member, see pars. C6675-G3 and C6678; and
- c. special family circumstances, see par. C6679.

B. Legal Authority. 10 U.S.C. §1599b; 22 U.S.C. §4081

C. Allowable Transportation Expenses. A DOD component may pay, or an eligible individual may be reimbursed, for:

1. the transportation cost from the airport serving the employee's PDS (or applicable originating point) to the airport serving the destination authorized for EVT and return; and
2. airport taxes and transportation between airports (*see Note 1*).

See par. C6676-C for limitation on transportation costs.

NOTE 1: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

NOTE 2: Per diem, and excess baggage or unaccompanied baggage charges are not payable or reimbursable.

D. Travel by Commercial Transportation. The following rules apply.

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.
2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.
3. Accommodations must be in coach (unless premium-class accommodations are authorized/approved under par. C2204-B) or, when air service is not available, minimum first-class ship, rail, or bus service.
4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.
5. US-flag carriers must be used except as indicated in par. C2204-C.
6. Reimbursement may not exceed allowable transportation expenses actually incurred.
7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

E. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation. Rules concerning transportation accommodations for TDY travel also apply to EVT. See par. C2204 regarding use of commercial aircraft and par. C2207 about arranging official travel.

F. Refund. An employee must repay Government-paid or reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

G. Definitions

1. **Eligible Employee** - *An employee who is a US citizen assigned at an OCONUS foreign area/country PDS, who has a transportation agreement that provides for return travel to the employee's actual residence.*
2. **Eligible family member** - The eligible employee's spouse, or children of the eligible employee and/or the spouse who are part of the employee's household.
3. **Immediate Family member** - For the purpose of this Part means the following relatives of the employee:
 - a. Spouse, and parents thereof;
 - b. Children, including adopted children and spouses thereof;
 - c. Parents;
 - d. Brothers and sisters, and spouses thereof; and
 - e. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
4. **Serious illness or injury** – An injury or illness from which, based on competent medical opinion, death is imminent or likely to occur, or an illness or injury during which the absence of the employee and/or eligible family member(s) would result in great personal hardship.

C6676 EVT CIRCUMSTANCES

A. General. Emergency visitation travel is authorized to allow *an eligible employee or an eligible family member(s)* to travel to the CONUS, a non-foreign OCONUS area, or other location in family emergencies.

1. Except as provided in par. C6679, EVT by an employee and/or by an eligible family member, who is either at the PDS or away from the PDS at another foreign country location, is authorized/approved only in instances of serious illness or injury, or death of an immediate family member (see par. C6675-G3).
2. EVT is authorized/approved to enable an employee or eligible family member (one or the other) to accompany to a place of interment anywhere in the world the remains of an

immediate family member who (a) ordinarily resides with the employee, (b) is included in the employee's residence and dependency report, and (c) who dies in a foreign country.

3. Ordinarily, only one member of a family may travel at Government expense on EVT. However, in exceptional circumstances, such as critical injury to a dependent child (as defined in Appendix A) attending school away from PDS that requires the presence of the employee and/or eligible family member(s), or the death of a dependent at the PDS which for compassionate reasons requires the employee and eligible family member(s) to accompany the remains to interment, EVT for more than one family member may be authorized/approved. In such cases, the limitations prescribed in these regulations apply to each traveler.
4. In cases involving children, where both parents are eligible employees, EVT is authorized/approved for both parents, regardless of which parent lists the child as a dependent in the residence and dependency report.

B. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

C. Limitations. In the event:

1. the seriously ill or injured, or deceased immediate family member (or person described in par. C6679) is outside both the CONUS and all non-foreign OCONUS areas; or
2. the remains of an immediate family member (or person described in par. C6679) who has died in a foreign country are to be accompanied to a place outside both the CONUS and all non-foreign OCONUS areas,

the Government's transportation cost for the employee or eligible family member may not exceed the transportation expense that would have been incurred for travel between the place where visitation travel begins and the employee's actual residence (see par. C4004).

C6677 SERIOUS ILLNESS OR INJURY

A. Limitation. An employee or eligible family member (see par. C6675-G2) is limited to one round trip for each serious illness or injury of each immediate family member (see par. C6675-G3).

B. Requests for Travel Authorization. The request must include the name and address of the ailing family member and the attending physician or hospital (if known) and the name, address, and relationship of the person to be contacted in connection with the emergency. The AO must authorize/approve requests for EVT at Government expense that meet the requirements of this Part.

C. AO's Responsibility. Upon receipt of the request for EVT, the AO must promptly cause appropriate inquiries to be made to determine the seriousness of an illness. If an employee or eligible dependent travels at personal expense before EVT is authorized, reimbursement may be approved after the fact (see par. C6677-E).

D. Repayment Agreement. As an alternative to traveling at personal expense, as indicated in par. C6677-C, an employee may execute a repayment agreement as follows:

REPAYMENT AGREEMENT

“I, _____, certify that I have read and understand
(NAME)

the regulations applicable to emergency visitation travel (JTR, par. C6676), and I hereby

agree to repay _____
(Name of employing DoD component)

for expenditures made in connection with my emergency visitation travel (or emergency visitation travel of my eligible dependent),

(Name of dependent)

(Relationship)

in the event such travel is not approved under the provisions stated in JTR, par. C6676.

In the event of my failure to make such repayment when required, I hereby authorize the deduction of such repayment from my current salary, allowances, lump-sum leave payment, or other payment which may be or become due me from the U.S. Government.”

(Signature)

(Date)

(Typed Name)

After execution of the above repayment agreement, the DoD component may procure transportation through official channels.

E. Travel without Prior Authorization. When an eligible individual travels to visit a seriously ill or injured immediate family member prior to EVT authorization, the individual must prepare a statement not more than 30 days after travel completion describing the circumstances. The statement must include the name, address, and relationship of the ailing family member, and a report from the attending physician or hospital describing the nature of the illness or injury. The AO must notify the individual if the circumstances meet the criteria of this Part and include approval/disapproval of the EVT expenses reimbursement decision.

C6678 EVT IN THE EVENT OF DEATH OF IMMEDIATE FAMILY MEMBER

A. General. EVT is authorized in the case of death of an immediate family member (see par. C6675-G3).

B. Authorized Travel. The following EVT is authorized:

1. A round trip in case of death of any immediate family member, and/or
2. One round trip to the place of interment for an eligible family member (see par. C6675-G2) at the employee's PDS in the case of death of an employee ***stationed in an OCONUS foreign country*** (whether death occurs at the employee's PDS or elsewhere).

The circumstances determine if one or the other or both of the above EVT trips are required.

C. Statement Preparation and Submission. An eligible individual must prepare a statement not more than 30 days after travel completion providing the name and relationship of the deceased to the individual.

D. Reimbursement for Travel at Personal Expense. If an eligible employee or family member:

1. travels at personal expense to visit an ill or injured immediate family member, and
2. that immediate family member dies during the visit, or within 45 days after the individual's departure from the PDS to make that visit,

the eligible employee or family member is eligible for, and may elect, either (but not both);

- a. reimbursement for the round trip travel already undertaken at personal expense, or
- b. subsequent EVT round trip travel for the interment of that immediate family member.

Reimbursement is limited to the cost of transportation procured or that would have been procured through a CTO as required in par. C2203. Reimbursement is not authorized for transportation on a non-certificated (i.e., foreign flag) air carrier unless a U.S. flag air carrier is or was not available as indicated in par. C2204-C.

C6679 EVT BASED ON SPECIAL FAMILY CIRCUMSTANCES

EVT is authorized (subject to the same conditions and limitations in pars. C6676, C6677 and C6678) when an eligible employee or family member:

- a. travels to attend funeral services of a deceased person who has stood in the place of a parent, or to visit a seriously ill or injured person who stands in the place of a parent; or
- b. is the sole surviving member of the family of a seriously ill, injured, or deceased person.

JTR, Appendix A, Part II, add the following acronyms:

<u>EVT</u>	<u>Emergency Visitation Travel</u>
<u>FVT</u>	<u>Family Visitation Travel</u>